

Employability Skills

Course Code: 22152

NOTE: *This course will be revised during the 2011-12 school year. The newly revised standards will take effect for school year 2012-13.*

Rationale Statement: Employability skills are an important part of students' learning and fundamental to creating an employable individual. Students must have skills and knowledge necessary to be good citizens, effective parents, productive workers, and, most of all, life-long learners. These standards are designed to promote successful transition from school to work.

Suggested grade level: 9th – 12th

Topics covered

- Career exploration
- Employment acquisition process
- Workplace knowledge and skills

Core Technical Standards & Examples

Indicator #1: Implement career interests and plan transitions to careers.	
Bloom's Taxonomy Level	Standards and Examples
Understand	ESF 1.1 Describe work ethic attributes for success. <i>Example:</i> <ul style="list-style-type: none"> • Interview an employer. • Self-assessment of work ethics.
Apply	ESF 1.2 Demonstrate job acquisition skills. <i>Example:</i> <ul style="list-style-type: none"> • Complete application, resume, and cover letter for a selected job opening. • Assess appropriate appearance for on the job. • Participate in mock interviews and follow-up activities.
Analyze	ESF 1.3 Analyze personal assessment results to explore career options. <i>Example:</i> <ul style="list-style-type: none"> • Complete various interest and aptitude tests. • Complete a job personality profile.
Indicator #2: Differentiate factors within the workplace.	
Bloom's Taxonomy Level	Standards and Examples
Understand	ESF 2.1 Classify safe practices in work places. <i>Example:</i> <ul style="list-style-type: none"> • Research state and national safety requirements for selected occupations. • Create a checklist for selected career.

Analyze	<p>ESF 2.2 Differentiate employer and employee rights and responsibilities.</p> <p><i>Example:</i></p> <ul style="list-style-type: none"> • Compare employee handbook from employers/organizations. • Research Department of Labor rights and responsibilities for employers and employees.
Analyze	<p>ESF 2.3 Attribute diversity issues related to employment.</p> <p><i>Example:</i></p> <ul style="list-style-type: none"> • Research the beliefs and cultures of several ethnic groups. • Visit/host programs that focus on supporting diversity issues. • Review case studies related to diversity issues.